



Brahma Lodge Primary School

STUDENT USE OF ICT & CYBER SAFETY AGREEMENT

To assist us to enhance learning through the safe use of information and communication technologies (ICTs), please carefully read and sign this document to indicate you agree with the conditions.

General

- *Students are responsible for good behaviour on school computer networks just as they are in a classroom or the schoolyard. General rules for behaviour and communication apply.*
- *Independent access to the network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for all students. Access is a privilege, not a right. Access entails responsibilities.*
- *Individual users of our network are responsible for their behaviour and any communication they post over the network. It is expected that users will comply with school standards of behaviour and will honour the agreements they have signed.*
- *Network administrators will view files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will be private.*

Brahma Lodge Primary School will:

- *work with students and their families to encourage and develop an understanding of the importance of cyber-safety. This includes providing children with strategies to keep themselves safe in a connected online world.*
- *do its best to enhance learning through the safe use of ICTs. This includes restricting access to inappropriate, illegal or harmful material on the Internet or on school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in this agreement.*
- *respond to any breaches of this agreement in an appropriate manner.*
- *welcome enquiries at any time from parents/caregivers/legal guardians or students about cyber-safety issues.*

Expectations for students

1. *I will be respectful when using technology to communicate with and about members of the school community whether in or outside of school.*
2. *I will treat all technology equipment with care and be responsible while using it.*
3. *If I don't know how to use any part of the computer equipment, I will ask for help.*
4. *I will keep my password private (even from my best friends) and I will respect other people's passwords. I realise that I am required to share my password with my teachers.*
5. *I will not open, delete, move or modify other people's files without their permission, or write in their files or spaces.*
6. *I will use the computer for appropriate learning activities:*
 - a. *I understand that I am allowed to search the Internet using school databases, and I will use other search engines only with the permission of a teacher.*
 - b. *I will only stream video, download files, listen to music, or use video chat for learning purposes, with teacher permission.*
 - c. *I will only play educational games that are made available through the school website.*
 - d. *I will only view, send or display **appropriate** messages or pictures.*
 - e. *I will talk to my teachers or parents if I feel uncomfortable with information I find on the computer.*
 - f. *I will not share personal information about myself or anyone else on the Internet. This includes last name, address, phone number, photograph, family information, school details etc.*
7. *I will print only when I have permission to do so.*
8. *I will name the source of the images or text I use in my projects and will respect copyright laws.*
9. *I will communicate with my parents about how I use technology.*

Looking after me

- *I will use computers, iPads & internet for schoolwork & learning activities only.*
- *I will only go on the computer when I have permission.*
- *I will only go to pages I am allowed to go to.*
- *I will only share pictures and stories about myself when my teachers tell me to.*
- *I will tell my teachers or parents if anyone is unkind to me on the computer.*
- *I will not agree to meet someone I have met online without my parent/carer's permission.*
- *I will remember that everything I read online may not be true.*

Looking after others

- I will only say true and nice things about people on the computers.
- I will ask a teacher before I share a picture or story about a person.
- I will only go to web-pages that are suitable for children and I will tell my parents or teachers if I go to a webpage that is nasty, unkind or rude.
- I will not post or repost private information about another person.

Looking after stuff

- I will use all technology carefully.
- I will tell a staff member if the device has a problem, is dropped or broken.
- I will not download movies, games, or music unless an adult is supervising.
- I won't leave my account logged in when I have finished using the computer.

Consequences

I understand that if I don't follow any part of this agreement;

- my technology privileges maybe restricted or revoked
- my parent/carer will be contacted by the school and informed
- I may face further consequences described in the school's Behaviour Management Policy, Harassment Policy or as determined by the Principal or their representative.

Liability

The school makes no guarantees that the function or the services provided through the school network will be error free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorised use of the system.

Equipment type	Asset ID *	Notes

PARENT/CAREGIVER

STUDENT

Name:

Name:

Signature:

Signature:

Date:

Date:

Please sign and return document to Brahma Lodge Primary School.